

press conference by the
Moodle, who said, "The
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*Trademark

IBM SELECTRIC*

FASTER, SMOOTHER TYPING

The IBM SELECTRIC typewriter incorporates an important engineering breakthrough — the single, interchangeable typing element. In this new principle, all the type characters are grouped on a single unit, the globe-shaped typing element.

This innovation permits you to accentuate headings, important paragraphs, or single words. All you need do is select another typeface from the special IBM styles available . . . lift one typing element off your SELECTRIC typewriter and snap the other on.

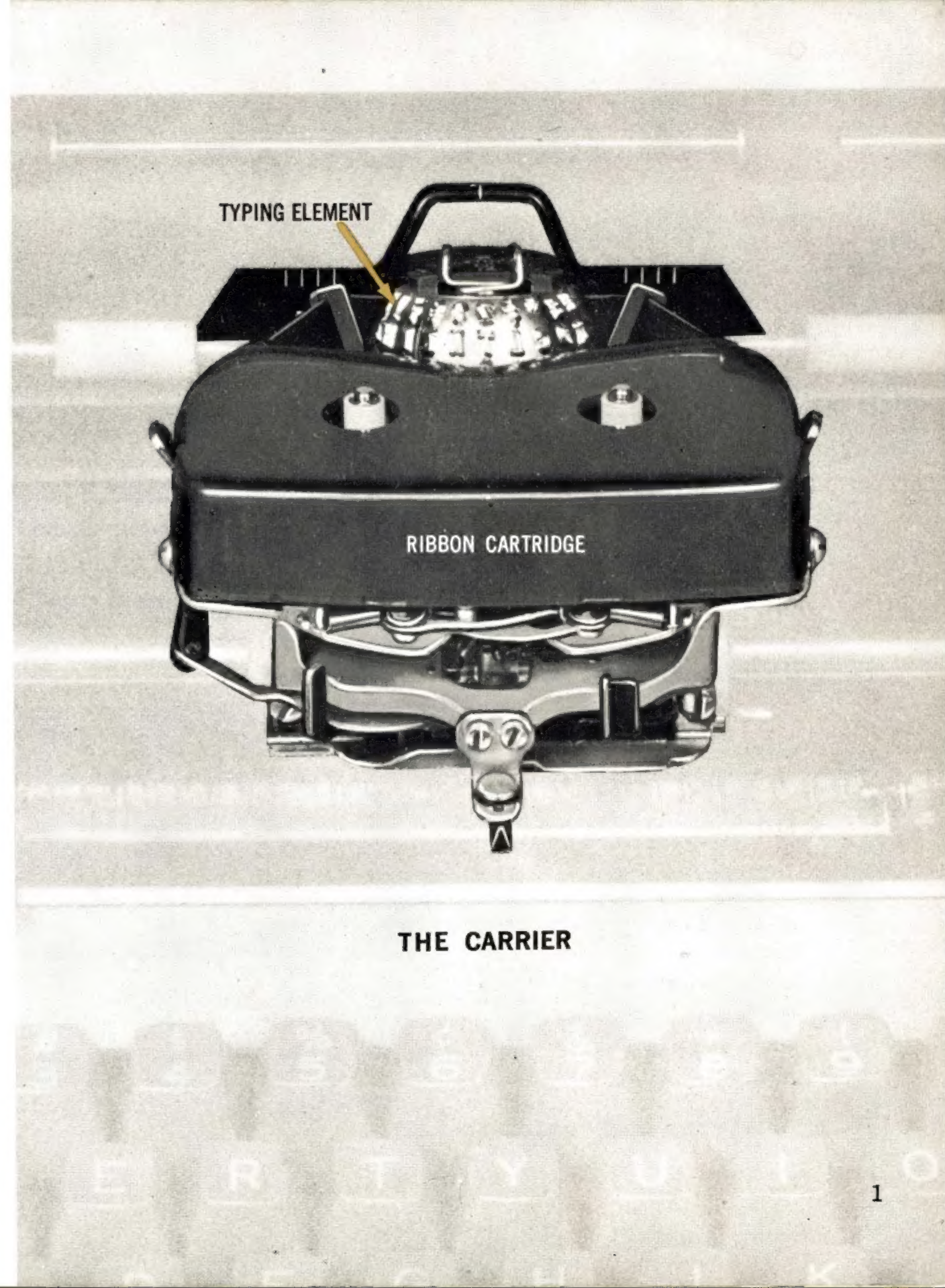
The click-on IBM SELECTRIC typewriter ribbon cartridge extends flexibility even further. It permits you to select and easily interchange as many as seven ribbon colors.

Because the single typing element completely eliminates individual typebars, it eliminates typebar clash as well. It also will not type letters above or below the line because of faulty shift key action.

Moreover, the IBM SELECTRIC typewriter offers more usable speed than any other typewriter. This speed is abetted by the exclusive IBM Stroke Storage System, which, if you type two keys almost simultaneously, stores the second character until the first is printed.

These features will reduce errors. They will help you develop smoother typing and a more secure key-touch — for easier, faster typing than you have ever known.

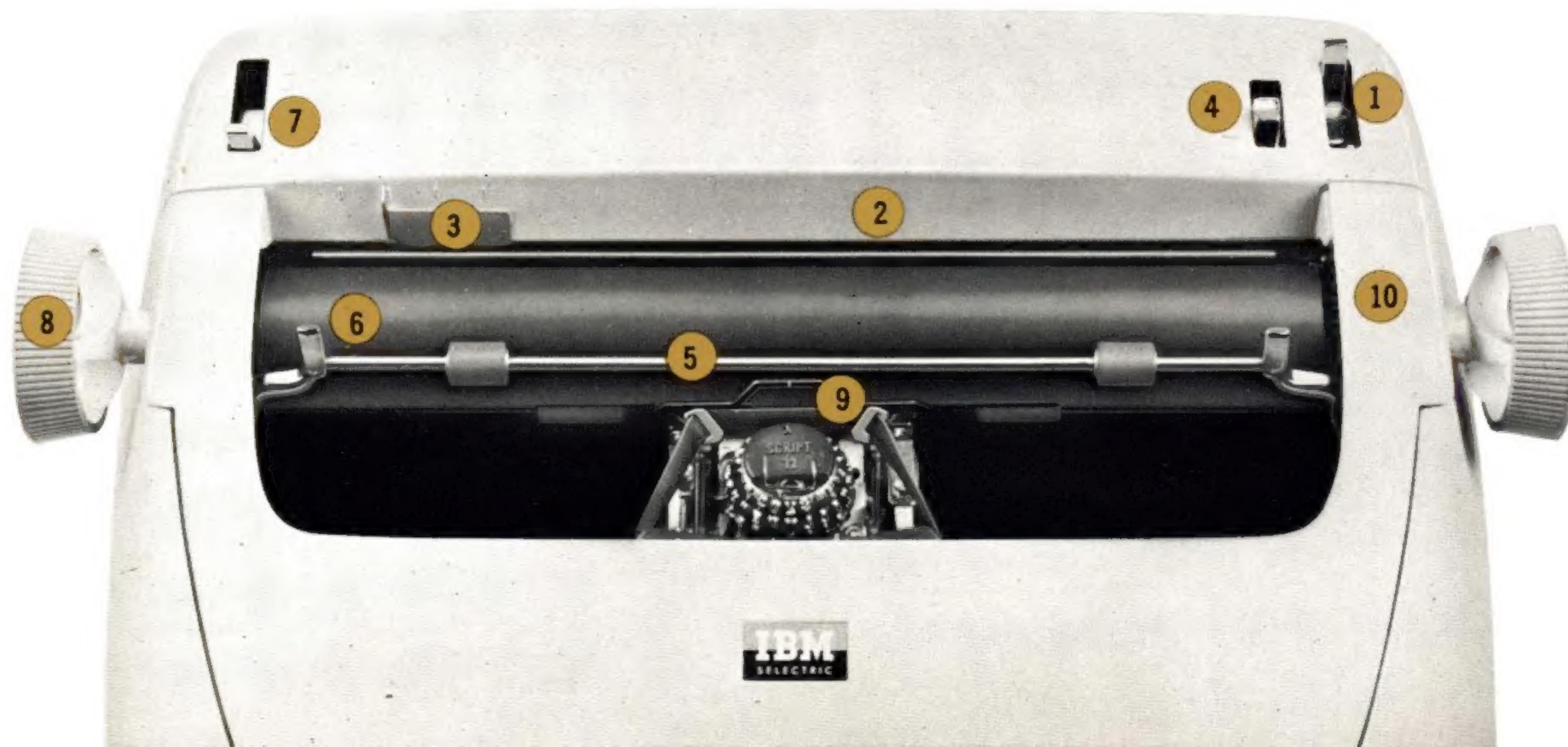
Both the single **typing element** and the **ribbon cartridge** of the IBM SELECTRIC typewriter click onto posts mounted on the carrier. The **carrier** replaces the heavy moving carriage and the typing element replaces the semicircle of 44 typebars found on conventional typewriters.



THE CARRIER

THE STATIONARY PAPER CARRIER

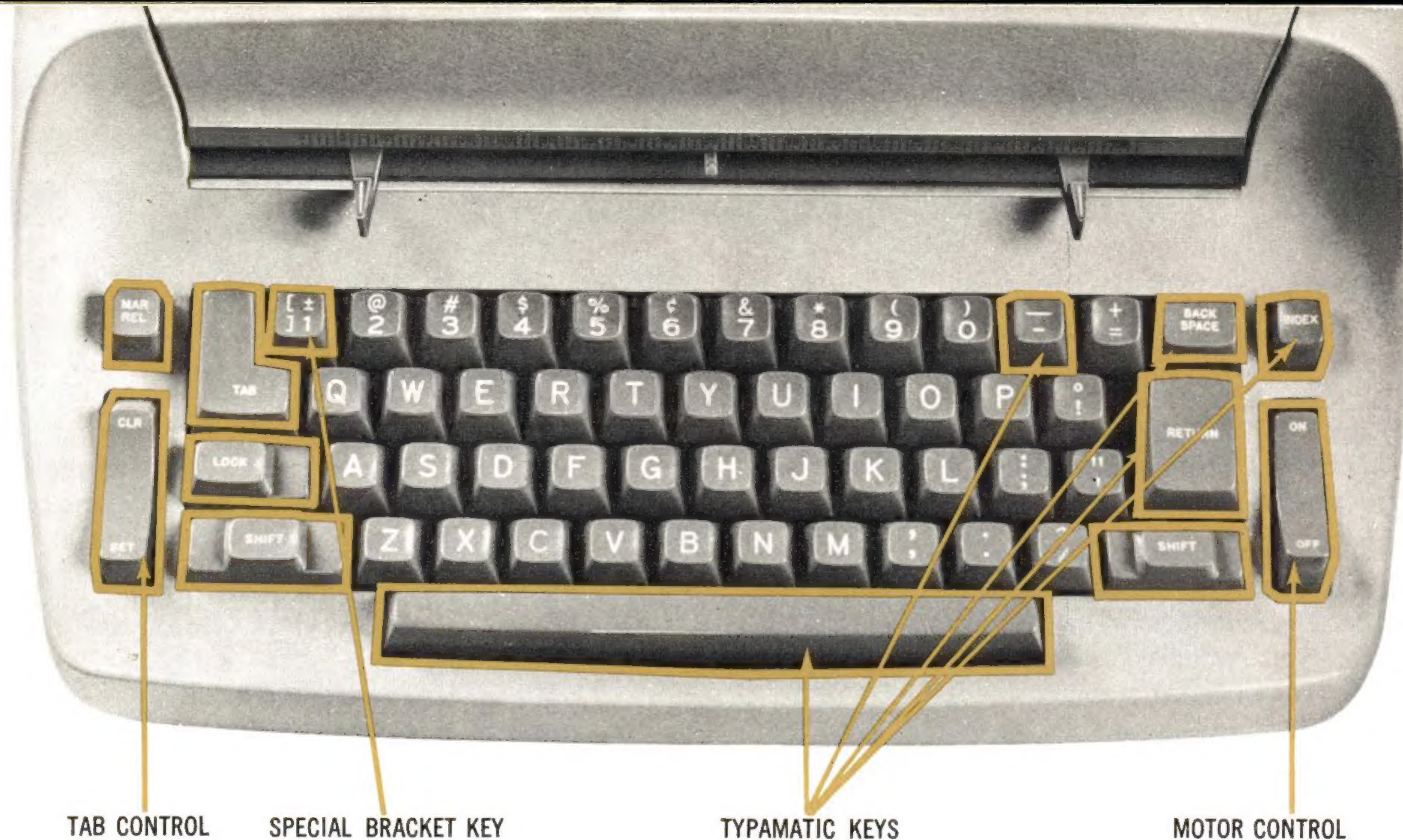
The IBM SELECTRIC typewriter brings you a stationary paper carrier. There is no moving carriage to bump objects on your desk. The **platen knobs** are larger and easier to grasp. Every part is designed to operate as simply as possible. These parts facilitate paper insertion:



1. **PAPER RELEASE LEVER**—Move the paper release lever forward to position or remove paper.
2. **PAPER TABLE** and 3. **PAPER GUIDE** — To insert the paper, rest the sheet on the **paper table** and against the **paper guide**. The markings on the paper table are set at half-inch intervals. When you place the left edge of the paper guide at the longest marking, the left edge of the paper corresponds to 0 on the **visible margin scale**. (If all the markings on your typewriter are the same length, then use the **second** line from the left.)
4. **LINE SPACE LEVER** — You may control the line space movement of the platen by setting the **line space lever** either at single or double spacing.
5. **PAPER BAIL** and 6. **PAPER BAIL LEVER** — Move the **paper bail lever** forward to insert paper and move it back to hold paper against the platen.
7. **MULTIPLE COPY CONTROL LEVER** — To compensate for additional copies move the **multiple copy control lever** from the forward position toward the rear. This adjusts the platen to assure that the typing element will strike squarely on the paper. Set the multiple copy control

lever on the **second** marking for one original with three carbon copies and use the **third** marking for one original with five or more copies. The weight of the paper you use will affect the correct multiple copy control setting.

8. **The PLATEN VARIABLE** is operated by pressing in against the center of the left platen knob. This allows the platen to be rotated freely in either direction. The **platen variable** should be used to change your line of type or to locate the original typing line when reinserting a page for correction or addition.
9. **The LINE GAUGE CARD HOLDER** aids paper insertion and holds small cards in place for typing. The center guide line and side calibrations help you to align material vertically and horizontally.
10. **TOP COVER INTERLOCK** — When you lift the top cover of your IBM SELECTRIC typewriter, an interlock mechanism automatically curtails the return action of the carrier. Should you touch the **carrier return key** while the cover is open, the platen will space vertically but the horizontal motion of the carrier will be limited to a few spaces. Carrier return is discussed in the next section.



BUOYANT KEYBOARD

The new scooped-top keys on the **SELECTRIC buoyant keyboard** provide touch security. You will find that this effect, combined with the elimination of key clash, helps to reduce errors. The keyboard arrangement puts all service keys within easy reach, so that your hands stay in correct typing position. Your orientation to each key is more secure, your speed more confident.

MOTOR CONTROL

To activate the SELECTRIC, depress the ON portion of the **motor control**. In this position, it reveals the red area at its base to remind you that the unit should be turned off when not in use. Your keyboard locks in the OFF position to protect any work remaining in the stationary paper carrier.

INDEX KEY

This new feature permits you to line space vertically at any point along the writing line. When depressed and held, its **typamatic** action will space any number of lines. This aids quick paper insertion.

TYPAMATIC KEYS

There are five **typamatic** keys — the **underscore/hyphen**, the **index key**, the **backspace**, the **carrier return** and the **space bar** — which offer the built-in convenience of automatically repeating their action when depressed and held. Each typamatic key will save you much time and effort.

BACKSPACE

Tap lightly to move the carrier one space or depress and hold the **backspace key** to speed the carrier typamatically toward the left margin.

CARRIER RETURN

A tap of the little finger returns the carrier to the left margin and automatically spaces the paper forward. Typamatic action of the **carrier return key** also may be used to speed paper insertion.

SPACE BAR

With a light touch, the **space bar** advances the carrier one space. You also may use its typamatic action for smooth,

quick movement across the page. The space bar affords you the convenience of operating through the right margin.

SHIFT KEYS and SHIFT LOCK

Light finger action locks or releases **shift key** instantly.

TAB KEY

A flick of the finger moves the carrier to a tabular stop. Like the space bar, the **tab key** operates through the right margin.

SPECIAL BRACKET KEY

Since your IBM SELECTRIC typewriter accommodates many type styles, **two** sets of characters appear on the **bracket key**: the bracket ([]) and the symbols for a combined plus- and-minus and 1 (± 1). Each typing element will have only one or the other set of symbols; therefore when you change styles, check to be sure which signs are on the typing element.

MARGIN RELEASE KEY

Gives you dual release of both left and right margins. When the carrier reaches the left margin, depress and hold the **margin release key** and backspace once, then release. If you desire, you may depress the margin release key before reaching the right margin and then continue beyond your right margin.

TAB CONTROL (Set and Clear)

To clear tab settings, tabulate to each stop you wish to clear and press the CLR (or top) portion of the tab control. To set a tab stop, position the carrier at the desired point on the writing line and depress the SET (or bottom) on the control. Every space on the writing line of your SELECTRIC typewriter is available for a tabular setting.

VISIBLE MARGIN RESET

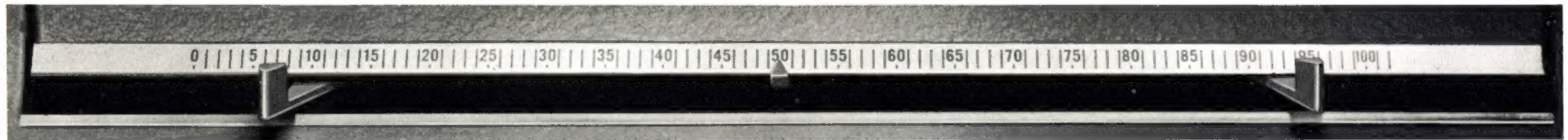
The new **visible margin scale** and **visible margin stops** are located directly above the keyboard on the front of your IBM SELECTRIC typewriter. The red arrow, called the typing posi-

tion indicator, locates the exact position of the carrier. These features contribute such simplicity to margin resetting that the operation will be but a pause in your typing.

To Reset Left Or Right Margin

Simply press in on the appropriate margin stop and glide it to the correct reading on the margin scale. You may occa-

sionally have to move the typing position indicator (connected to the carrier) first, since the stops will not slide past it.



LEFT MARGIN STOP

TYPING POSITION INDICATOR

RIGHT MARGIN STOP

CENTERING

Position the paper in the typewriter so that its extreme left edge is at 0 on the margin scale. (This is the longest line or, on some units, the second line from the left on the paper table). Space the **line gauge card holder** to the right edge of the paper and note the reading on the scale. Dividing this number by 2 determines the center of the page.

1. Move the carrier to the center point of the paper and set a tab stop.
2. From this center point, backspace one space for each two spaces to be typed. Disregard single spaces left over in the count.

You may prefer to clear all other tab stops before setting the stop you will use as your centering guide.

CORRECTIONS

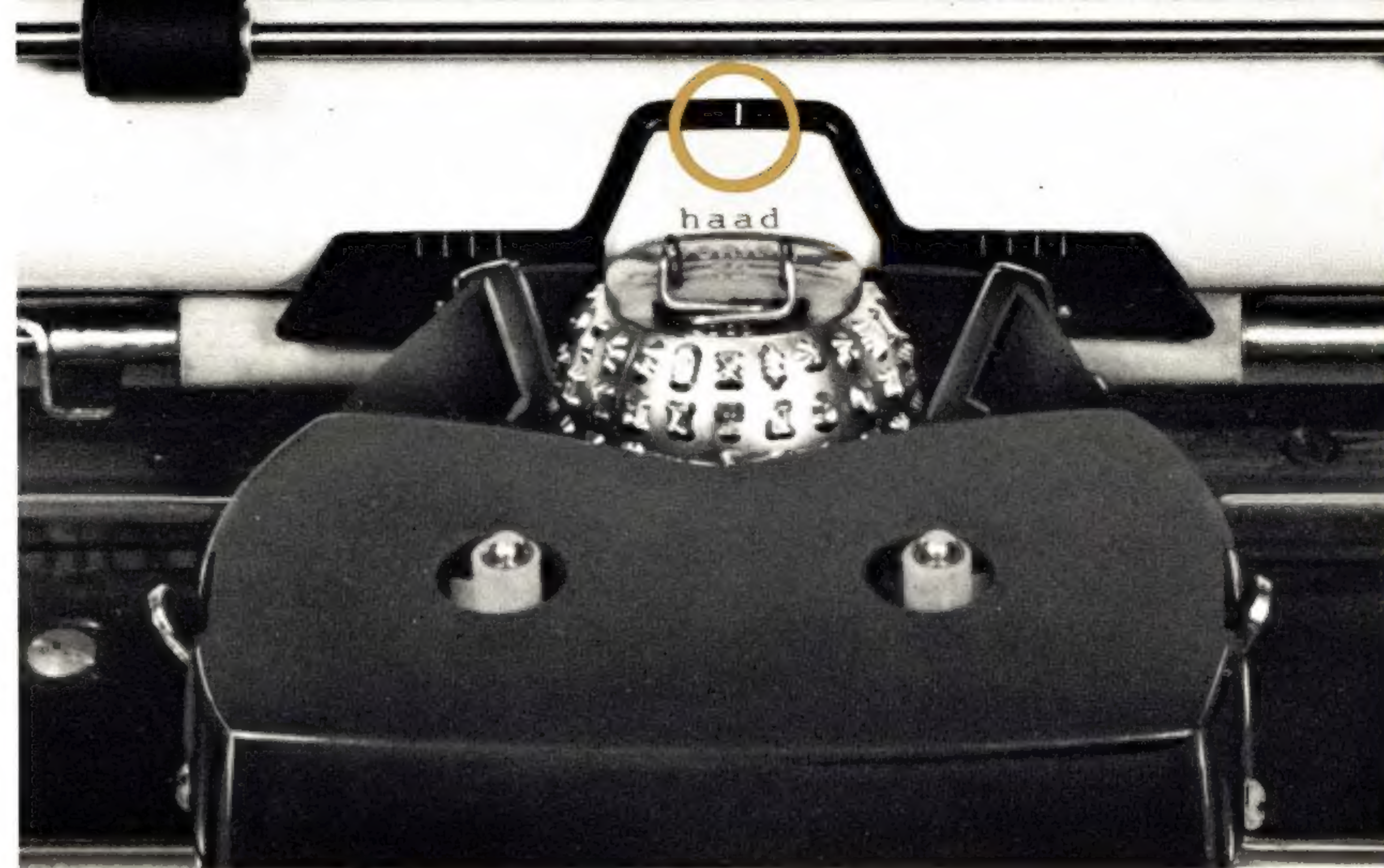
When making corrections, you may locate the horizontal position of the typing element by using either the white line on the **line gauge card holder** (circled at right) or the red arrow on the **margin scale**. If you use the card holder as your indicator, position the white line at the point on the paper at which you want to insert the new character. Then simply return to the line of type and insert the correction.

Crowding Letters

Example: Send the ordr today.
 Send the order today.

To crowd the "e" into "ordr," erase the final "r." Backspace until the white line on the card holder is over the space formerly occupied by the final "r." Place the palm of the right hand on the top of the front cover.

Reach under the cover and press left against the carrier with your finger until the white line is moved back one-half space. Hold the carrier in this position and type the "e." Repeat the procedure for the "r."



Spreading Letters

Example: He will send it.
 He c a n send it.

To replace "will" with "can," first erase "will." Type the "c" in place of the "w" and type "n" in place of the final "l." Position the white line on the card holder over the position occupied by the first "l." Place the palm of the right hand on the top of the front cover.

Reach under the cover and press left against the carrier with your finger until the white line of the card holder is directly between the "i" and "l." Type "a." Release the carrier and continue to type.

Two ways of spacing:

He could go.	He could go.
He c a n go.	He can go.

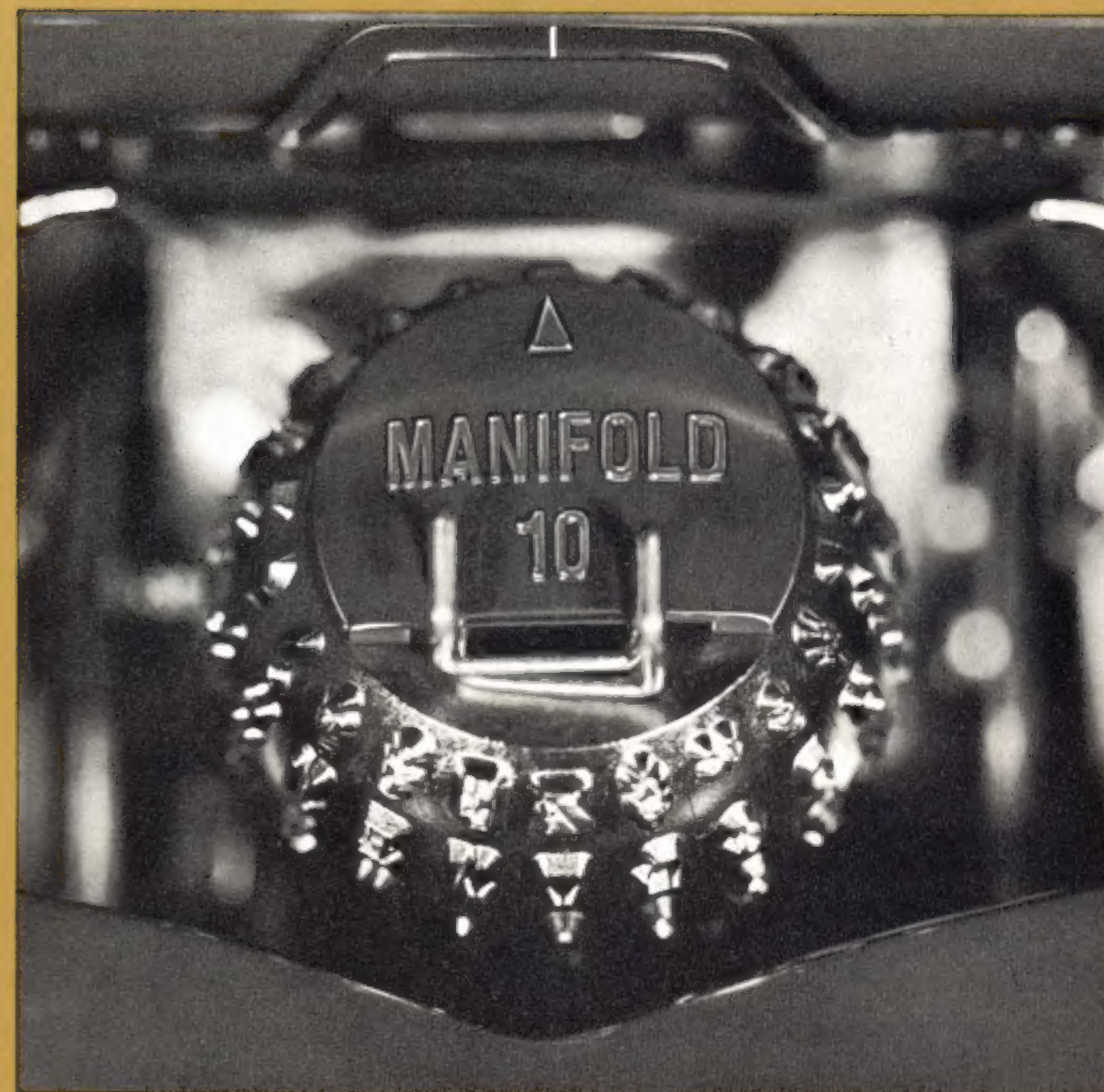
QUICK, CLEAN TYPE CHANGE

The single typing element on the IBM SELECTRIC typewriter may be replaced so readily that you can select the most appropriate type style every time you shift from one application to another — for example, from correspondence to invoicing.

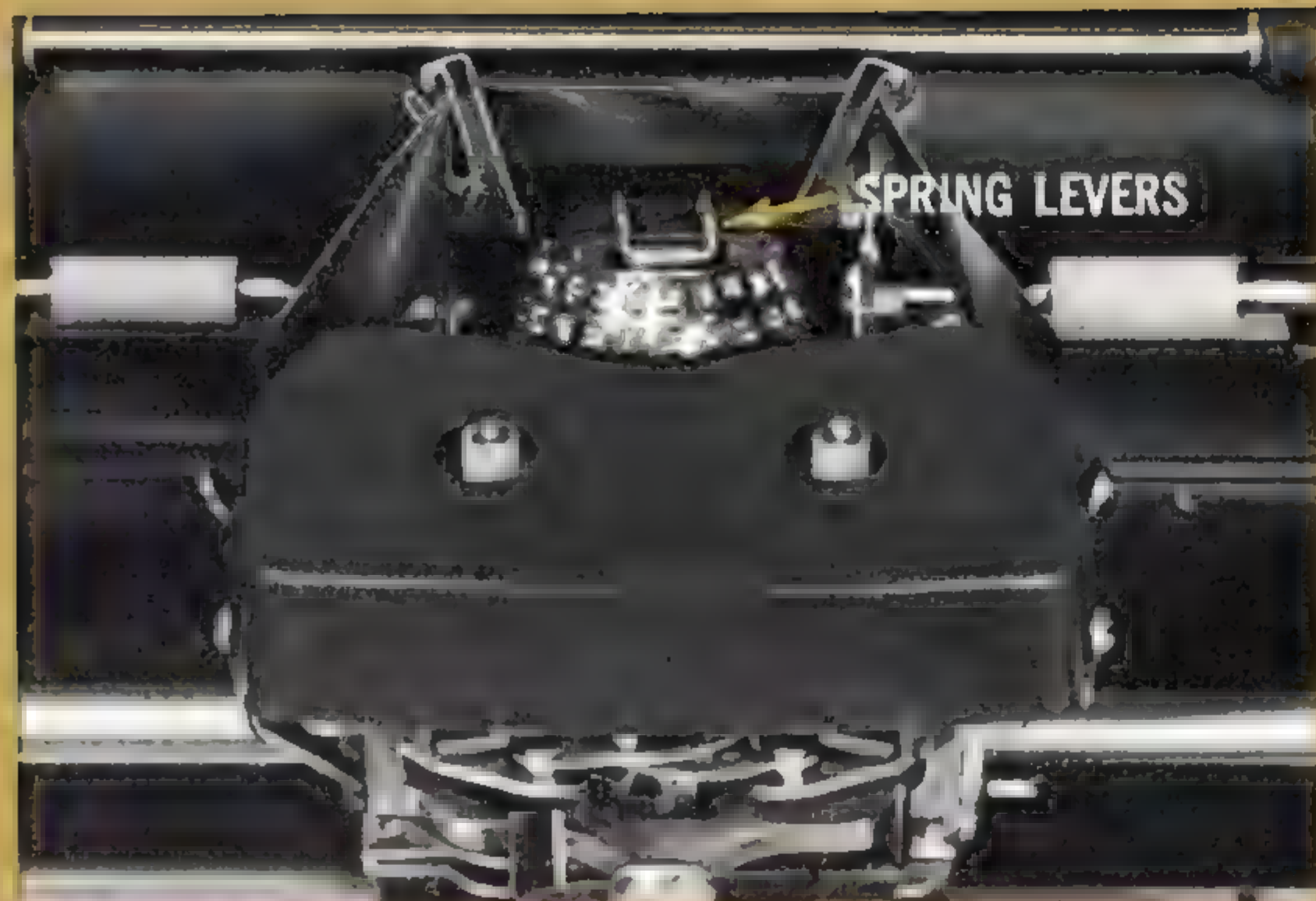
Type variety can make reports and letters more readable by emphasizing headings or paragraphs. You may also change type frequently for specialized applications such as sales letters, bulletins and price lists.

Three items of information appear on the top of the typing element: the name of the type style, an arrow, and a number denoting pitch. The arrow should point toward the platen.

Pitch denotes the number of characters typed per inch. If you are not sure of the pitch of your SELECTRIC typewriter, simply measure the number of marks per inch on your margin scale. IBM typing elements are available in both 10 and 12 pitch. Both may be used on your typewriter. Using a typing element of one pitch on a typewriter of another pitch will alter the amount of space between each letter. Try various combinations to see which you find most pleasing.



IN POSITION



TO REMOVE



TO REPLACE

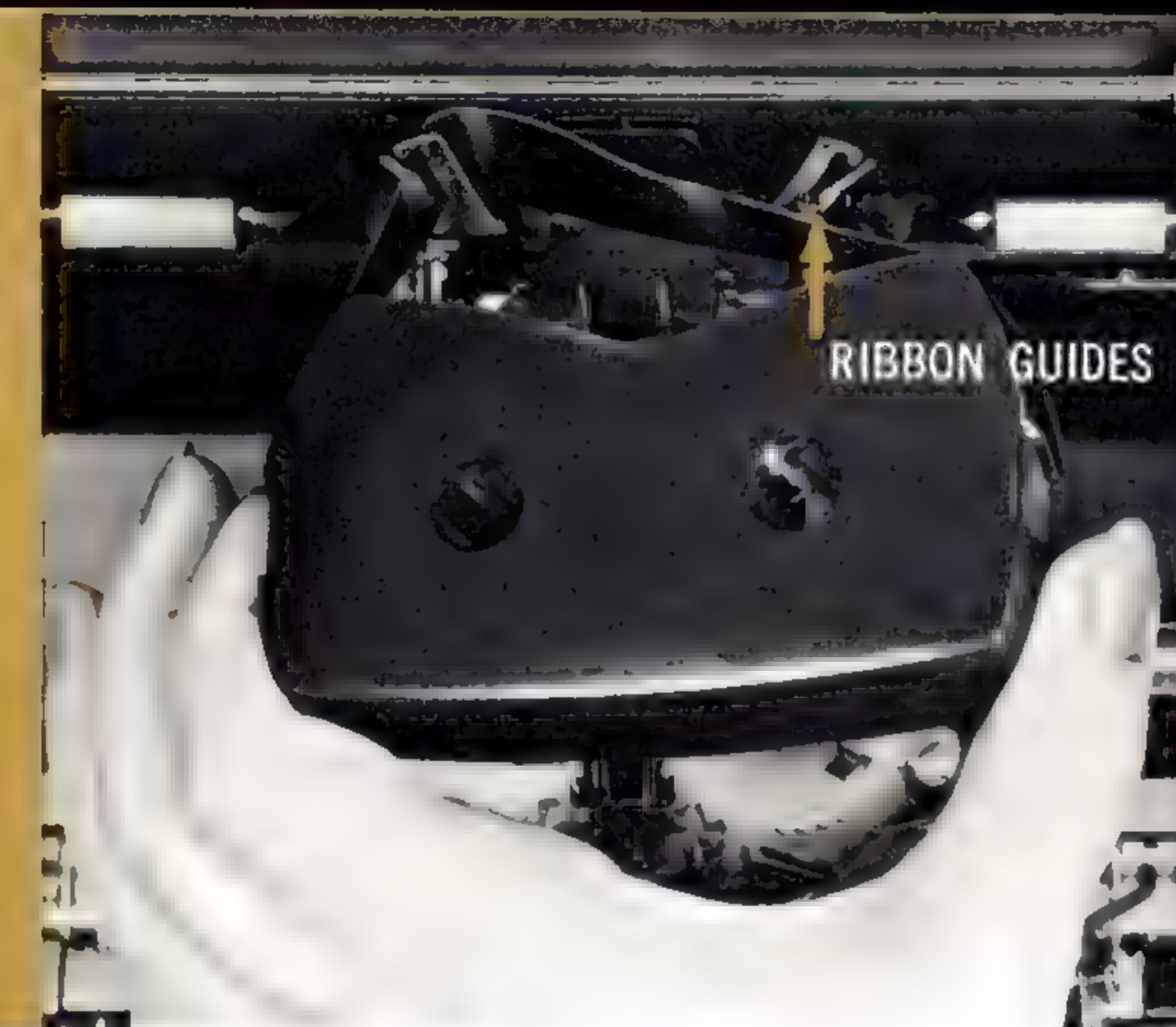
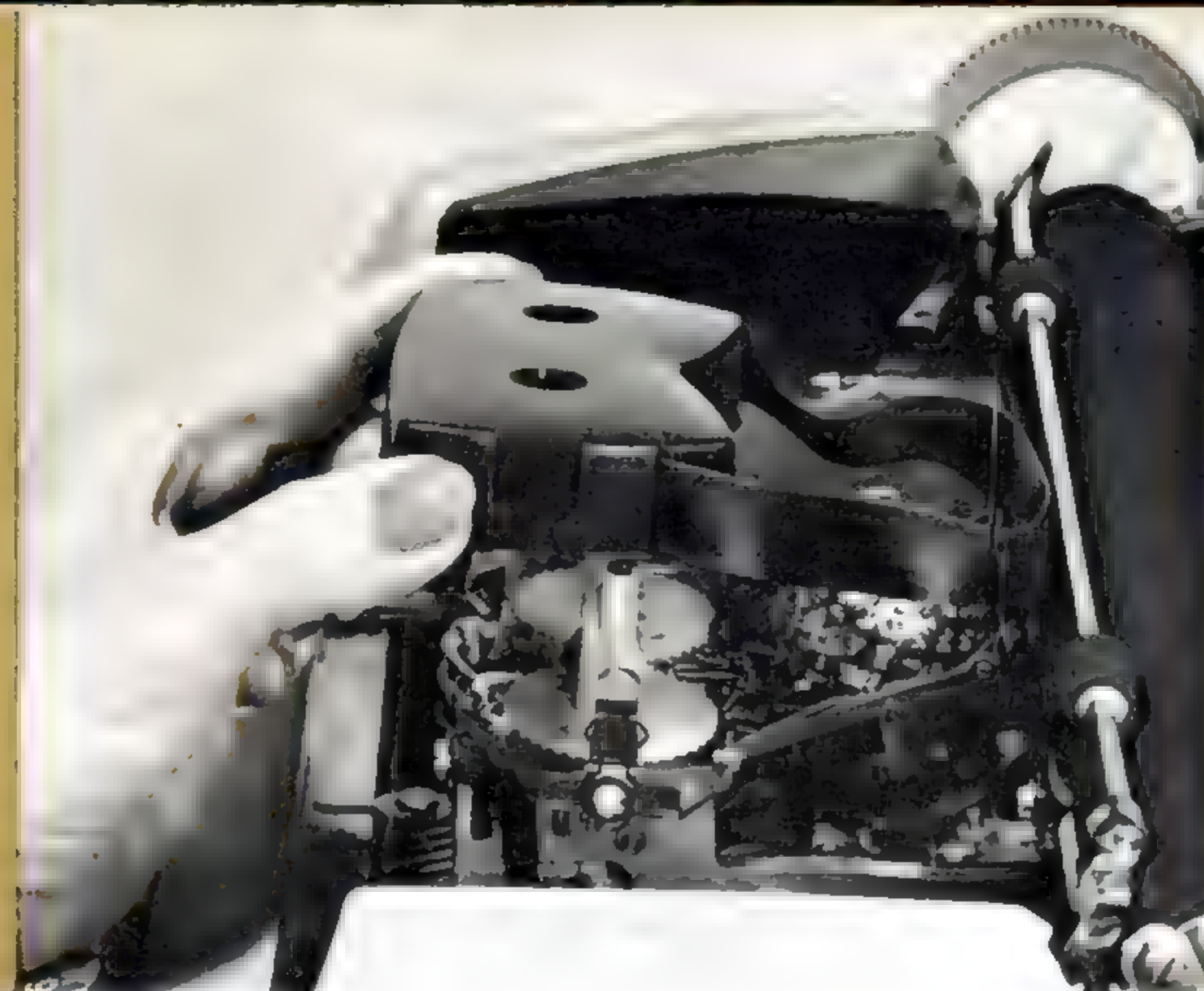
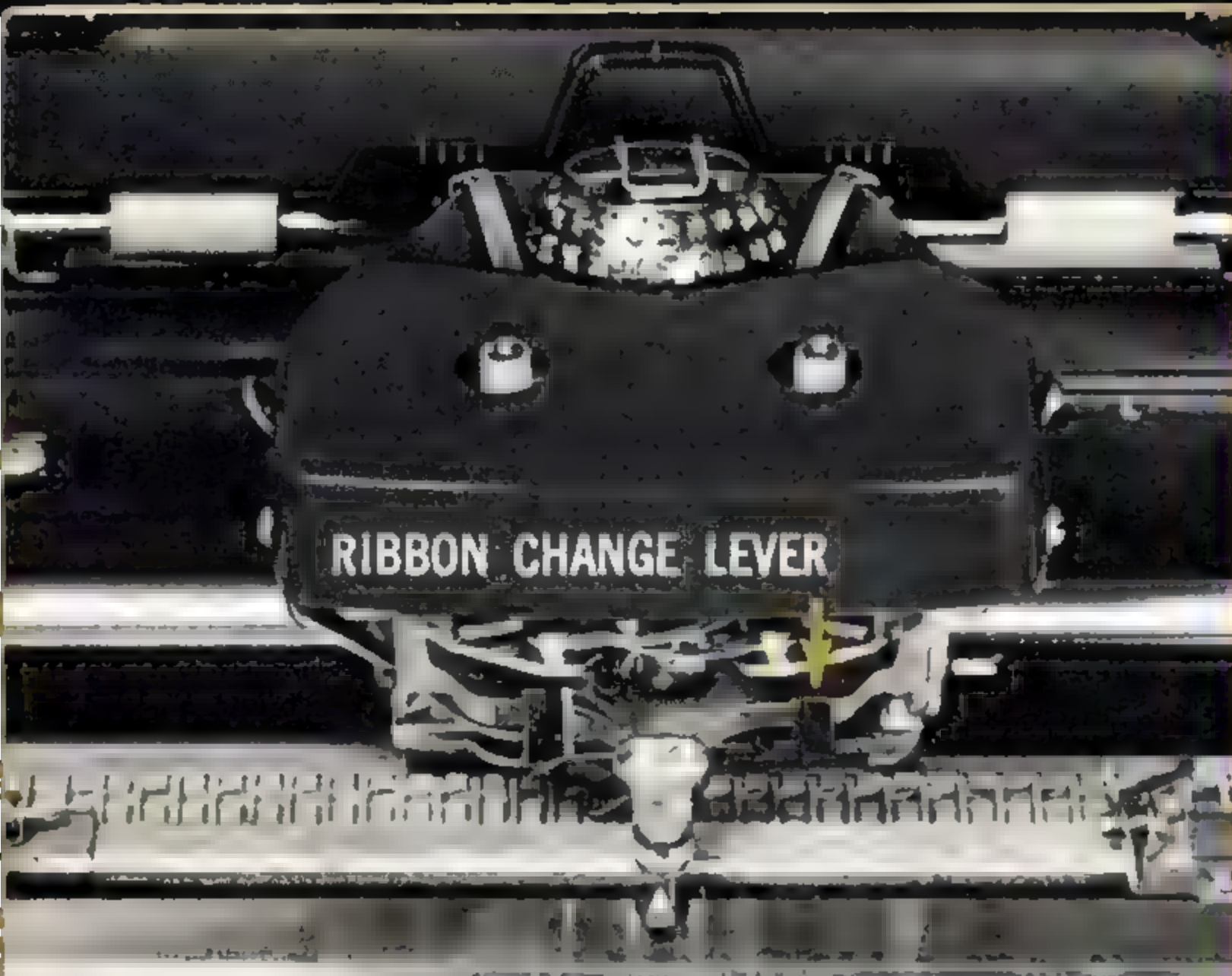


To Remove Typing Element

- 1 Place the SELECTRIC typewriter in lower case, so that the arrow on the typing element points toward the platen.
- 2 Press the motor control to off.
- 3 Press the **spring levers** together and pull up just enough to release the element from the notch on the **element post**. Release the levers and let the element rest, on the post but unattached. Never force the element by rotating or tilting it manually. By so doing, you may loosen or break the tape which controls the element.
- 4 Remove the element by holding just one of the spring levers and lift it off the element post.

To Replace Typing Element

- 1 Make sure the SELECTRIC typewriter is in lower case position.
- 2 Grasp one spring lever and place the typing element on the element post with the arrow facing the platen.
- 3 With the thumb and forefinger, squeeze the spring levers together until the element slips into place with a click. Avoid forcing the element.



QUICK, CLEAN RIBBON CHANGE

To match the ease of changing type faces, the new IBM SELECTRIC ribbon cartridge makes ribbon changing on your SELECTRIC typewriter quick and clean. As well as selecting a new type, you may also introduce a new color wherever it adds to the attractiveness of typed letters and bulletins. Follow these few steps:

To Remove Ribbon

1. Move carrier toward center of writing line.
2. Press motor control to off.
3. Lift the cover to its uppermost position.
4. Raise the **ribbon guide** by shifting the **ribbon change lever** to the right.
5. Lift ribbon cartridge straight up off the **ribbon cartridge posts**.
6. Ease ribbon through slots in ribbon guides.
7. To rewind excess ribbon, insert a wooden pencil in the cartridge hole. Turn in the direction of the arrow.

To Insert Ribbon

1. Position ribbon cartridge with exposed length of ribbon facing the platen.
2. Slide ribbon down through slots in the ribbon guides.
3. Position the ribbon cartridge on the ribbon posts and press down firmly.
4. To rewind excess ribbon, turn either ribbon post in the direction of the arrow.
5. Move ribbon change lever to left, to lower ribbon guide into typing position.

Longer Life for Fabric Ribbons

Ribbon Position Lever

For longest wear and sharp, even impressions, change the **ribbon position lever** frequently. The used portions will re-ink as you type on another section. The ribbon position lever has four settings. The first, or right, setting moves the ribbon aside in order to type stencils. Settings two, three and four permit the top, middle and bottom sections to be used.

Ribbon Reverse Lever

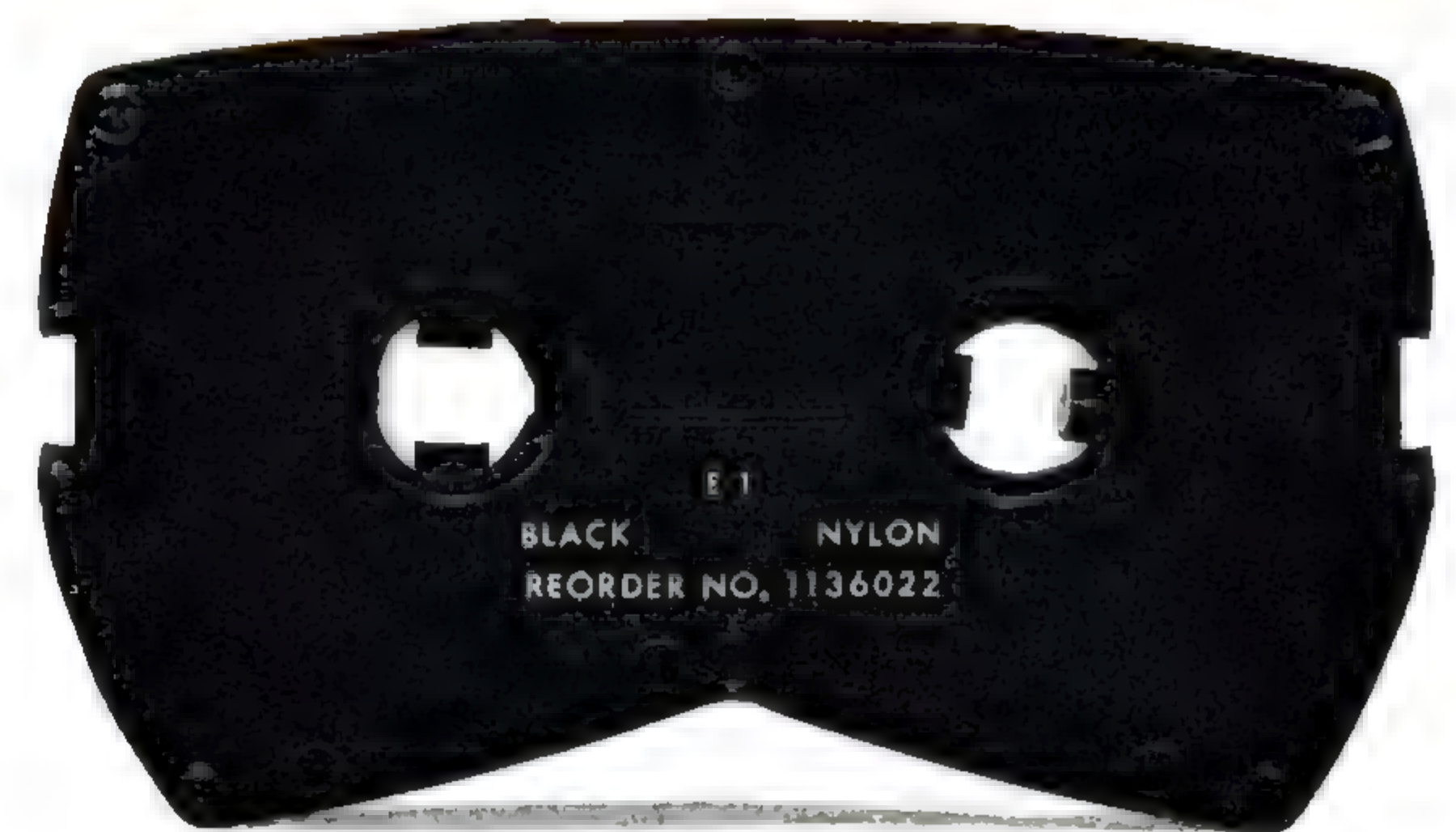
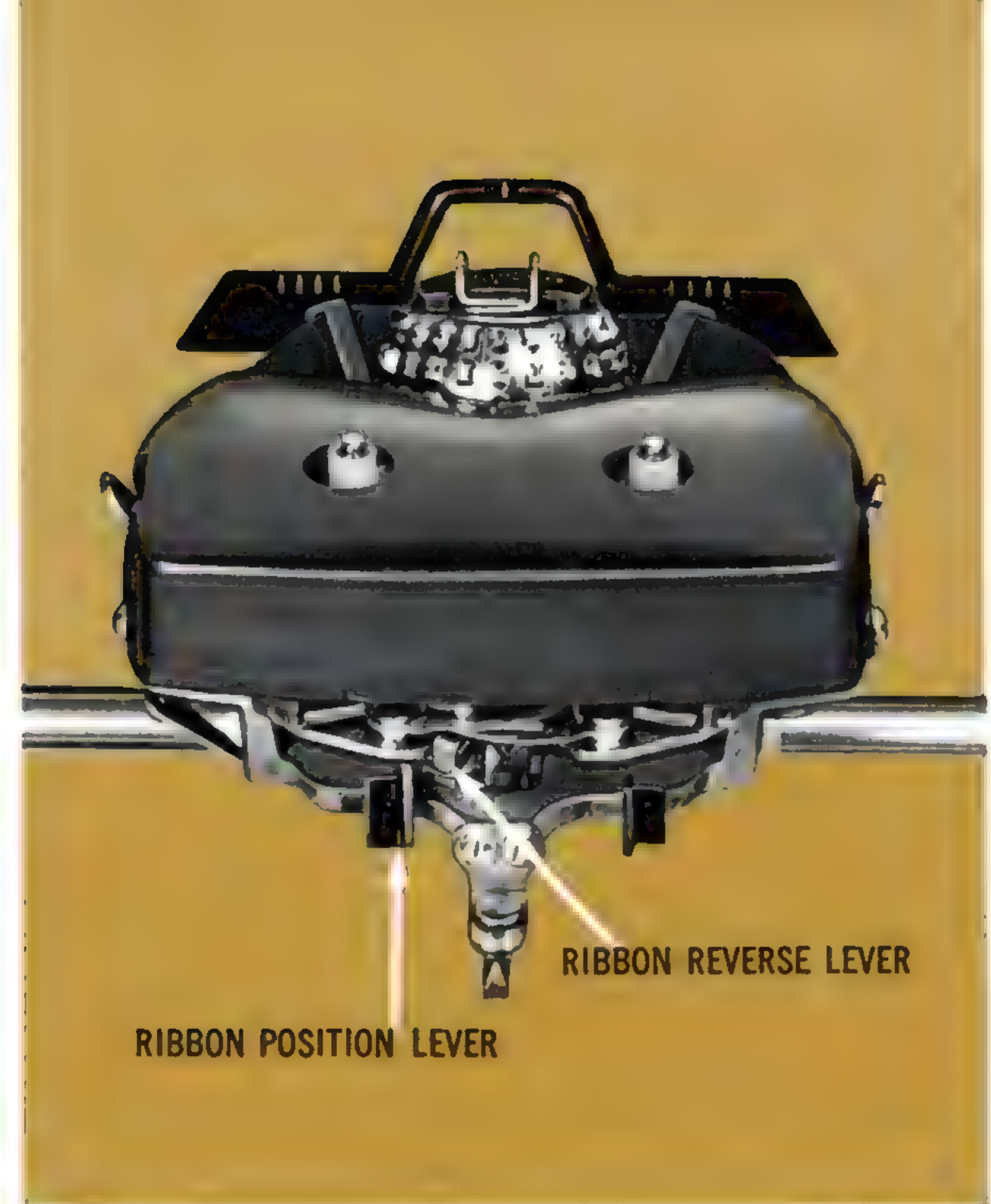
If you wish to reverse the direction in which your ribbon is winding, move the **ribbon reverse lever** located at the center of the carrier.

Ribbon Storage

You can prevent extra ribbons from drying out simply by storing them in the plastic containers in which they are originally packed.

Ribbon Identification

The name and reorder number of each ribbon is clearly printed on the underside of the ribbon cartridge, as shown at right.



IBM "SELECTRIC" TYPEWRITER CARE

LUBRICATION

Your IBM SELECTRIC typewriter is a precision writing instrument. It has been engineered to extremely close and exacting tolerances to provide more usable speed and versatility than has ever before been available to you. In order to maintain efficient operation, it is essential that your SELECTRIC typewriter receive periodic inspection and lubrication — at least annually—by trained personnel.

Never use oil or cleaning fluid on your SELECTRIC typewriter, since they may damage rubber parts. Soap and water is sufficient to clean the typewriter case.

To Clean the Typing Element

Typing elements may be cleaned as required using IBM typewriter brushes. Type cleaners, in sheet form, are also recommended since they may be used without handling the typing element. Just insert the sheet, switch the ribbon lever to "stencil" position, and type each character at least once.

To Brush the Typing Element

1. Place the carrier in lower case position.
2. Turn off the motor.
3. Remove the typing element.
4. Clip the element to the end of the pencil-like dual-purpose brush.
5. Brush away from you and toward the top of the element with the flat element brush.

IBM MAINTENANCE AGREEMENT

Ask your IBM representative about IBM's economical Maintenance Agreement—a program of planned "preventive" maintenance that assures you the finest typewriter performance at all times.

CYCLE INSPECTIONS

On a planned schedule — your IBM equipment is power cleaned, lubricated and checked for worn parts.

PARTS REPLACEMENT

Should an inspection result in the discovery of worn parts, they are replaced, without additional charge (except typewriter platens)...before malfunction can occur.

SERVICE RENDERED BETWEEN INSPECTIONS COSTS YOU NOTHING EXTRA

(During normal business hours and within 15 miles of the IBM service location.)

TROUBLE-FREE CONVENIENCE

When you sign the IBM Maintenance Agreement, IBM automatically takes care of your equipment, and bills you only once annually.

IBM OFFICE EQUIPMENT IS SUPERIOR IN DESIGN AND PERFORMANCE

Protect your machine investment with regular and thorough servicing.

Removing and Replacing the Platen

1. Turn off the motor.
2. Pull the paper release lever forward.
3. Bring the paper bail forward.
4. Lift the cover.
5. Depress the **platen release lever** and lift platen.

The feed rolls are then available for cleaning. There is no need to remove the metal **deflector plate**. To assure proper feeding of the paper and to prevent roll markings, clean the platen, **feed rolls** and bail rolls periodically. If you type stencils, fre-

quent cleaning is recommended. A number of platen cleaners, which should be applied sparingly with a dauber or cloth, are available from stationery suppliers.

1. To replace the platen, position it with the ratchet teeth to your right.
2. Center the **end plate** in the **groove** in the platen shaft and press down. It clicks into place.



Replacing the Deflector Plate

Should you remove the deflector plate for any reason, here is the procedure for replacing it. Use care not to bend the deflector or the tines on either end of it.

1. Pull the paper release lever forward.
2. Align the ends of the front and rear feed roll shafts in the notches of the front and rear feed roll arms. The small rolls belong in front and the larger rolls to the rear.
3. Placing the toothed edge of the deflector toward you, lower it until the two tines on either end straddle the grooves in the deflector shaft.
4. Replace the platen as instructed on previous page.

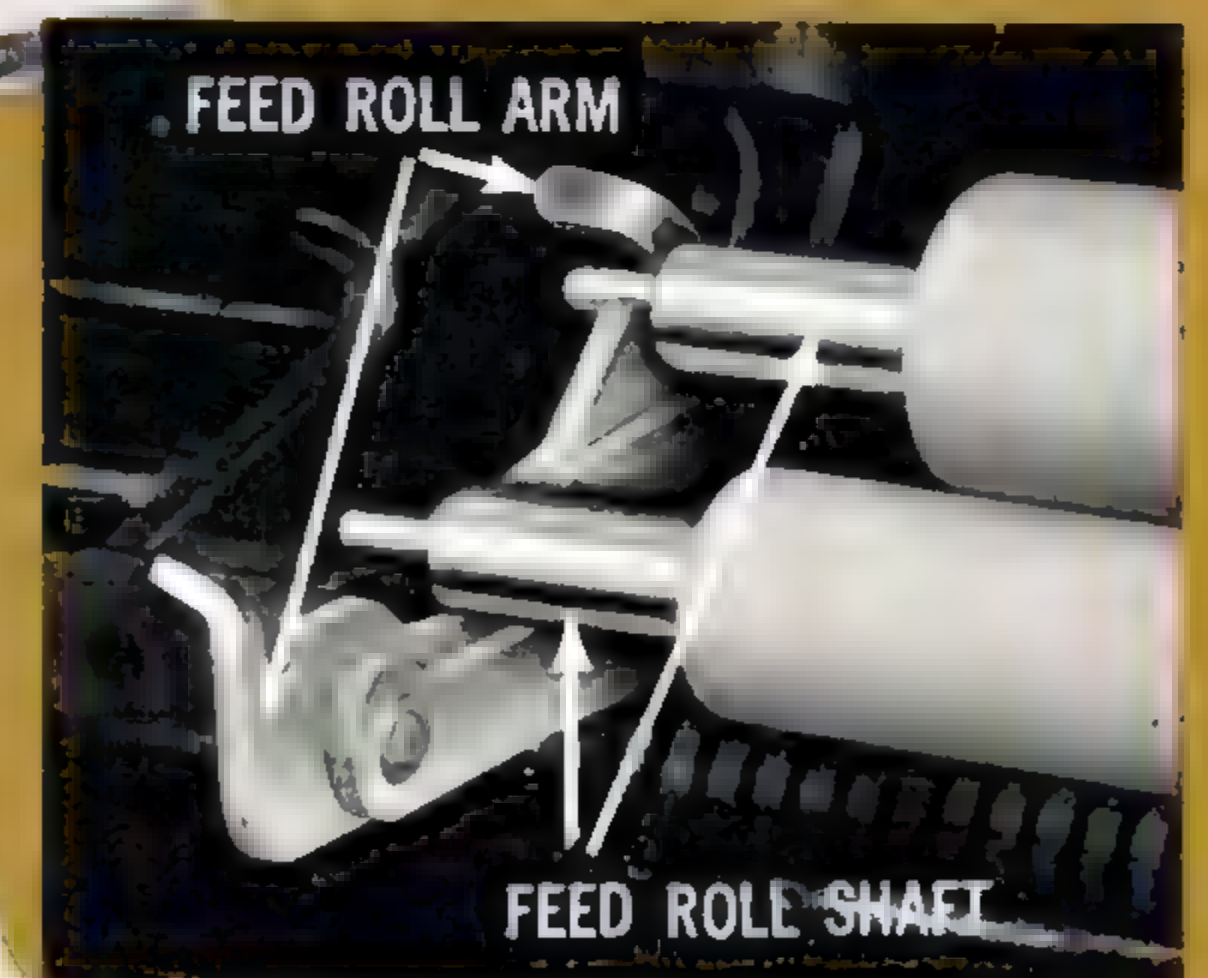
DEFLECTOR PLATE

TINES

DEFLECTOR SHAFT



DETAIL A



DETAIL B

To Sweep the Erasure Dust Pan

1. Tab the carrier aside.
2. Turn off the motor.
3. Lift the cover.
4. With the pencil-shaped dual-purpose brush, sweep lightly toward either the left or the right side of the typewriter.

CAUTION: do not allow your brush to interfere with the wires that activate the carrier.



TAB STOPS IN FORMS TYPING

To speed forms typing, first set your margins. Next, set tabs at the points on the form where data is to be inserted most frequently. Also set a tab a few spaces to the left of your right margin to prevent unnecessary tab action through it. The tab

stops will save you time by allowing you to move the carrier to frequently-used points quickly. To type at any seldom-used point, tab to the nearest stop, then use the typamatic action of the backspace or space bar to reach the desired location.

A B C CORPORATION, ANYWHERE, U.S.A.

Left Margin Stop

Tab Stop

Tab Stop

Right
Margin
Stop

GENERAL INFORMATION

REQUISITIONED BY MISS MRS. MR.		DATE	
DEPT. NO.	ACCTG. CONTROL	DEPT. NAME	
BLDG.	FLOOR	TELEPHONE NO. AND/OR EXT.	
DESCRIPTION OF ITEM			
CALL FOR PICKUP	MAIL	SEND TO MAILROOM	

IBM SELECTRIC TYPEWRITER SUPPLIES

Typing Elements

Because your IBM SELECTRIC typewriter employs a completely new kind of printing mechanism—a single element—you have a typing versatility never before possible. When you change typing applications, you can change to the type style best suited for the job. There are interchangeable IBM typing elements designed specifically for general correspondence, as well as for special typing applications. Whatever your typing requirements, the IBM SELECTRIC typewriter brings new ease, speed and versatility to your work.

Ribbon Cartridges

IBM manufactures a complete line of nylon SELECTRIC typewriter Ribbon Cartridges, to give you uniformity of impression and excellence of performance for every typing application. They are Black, Black and Red, Plate Writing and seven special color ribbons—Light Blue, Medium Blue, Dark Blue, Medium Green, Dark Green, Medium Brown and Dark Brown. All are easily interchanged and specially designed for your new IBM SELECTRIC typewriter.

Carbon Papers

There is a variety of IBM carbon papers to accommodate every kind of typing. To make a perfect impression every time, ask your IBM representative to recommend the carbon papers that are best for your work.

AND THE IBM SUPPLY AGREEMENT

For convenience and economy in purchasing supplies, ask your IBM representative about the IBM Supply Agreement. It gives you quantity prices...systematic shipments as supplies are required, with no advance payment...full protection against price increases during the period covered by the Agreement.



TYPING GUIDES

For Your IBM SELECTRIC Typewriter

1. Be sure electric cord is plugged all the way into the outlet and that there is a flow of electricity.
2. On portion of motor control should be depressed.
3. If typing element does not print:
 - make certain ribbon position lever is not in “stencil” position.
 - and that multiple copy control lever is pulled toward you.
4. If carrier will not move:
 - turn motor off for a few seconds, then on.
 - with switch on, depress margin release key or tab key.



For You

Posture

1. Upper arms sloped slightly forward.
2. Forearms on same slope as keyboard.
3. Back erect, supported by backrest.
4. Feet flat on the floor.

Typing Touch

When you start typing, begin slowly. Keep your fingertips close to the keys in a natural, curved position. Tap the keys squarely in the center, using a quick, resilient touch and relax finger pressure the instant you contact the keys. Practice this with familiar words or sentences.

TYPING TIPS

ADDRESSING ENVELOPES

Before removing the typewritten letter, drop the envelope between the letter and platen. When you remove the letter, the envelope will come to the typing position.

TYPING CARDS and LABELS

Make a horizontal pleat-fold across the center of a sheet of bond paper. Insert the sheet around the platen and line up the edge of the pleat with the edge of the line scale. Place the card or label in the pleat, roll back, and type.

VARIABLE LINE SPACING

When the spacing of printed forms does not correspond to typewriter line spacing, the platen may be removed and reversed so that it rolls freely for manual positioning. (See page 13 for platen removal.)

CORRECTIONS on BOUND COPIES

Manuscripts stapled across the top can be corrected without removing staples. Insert a sheet of paper into the typewriter. When the paper is an inch or so above the card holder, place the page of bound material to be corrected between this sheet and the platen. Roll the page backward and make the correction.

CROWDING and SPREADING CHARACTERS

Backspace until the white line of the line-gauge card holder is directly over the character **preceding** the point where you wish to squeeze in or spread the letter. Reach under the cover and with slight pressure hold the carrier and depress the space bar. You will then be able to guide the carrier to the half-space position and type in the character.

VERTICAL and HORIZONTAL LINES

Place pen, pencil or ball pen at the outside right-hand corner of the card holder. Vertical lines may be drawn by rolling the platen manually or using the index key. Horizontal lines can be made by using the space bar or back space key. The paper bail also provides a horizontal ruling edge.

THE RUSH MESSAGE

To type a rush telegram when you have a transcript in the typewriter, roll the transcript backward until one inch or so remains in front of the platen. Place a telegram blank against the paper table and behind each carbon. Add carbons if necessary. Advance the material to typing position on telegram and type the message. Then roll the material backwards and remove the telegraph blanks and extra carbons. Reposition the transcript and continue to type.

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Your IBM Salesman recommends for your SELECTRIC:

RIBBON _____
Re-order number Color

_____ Re-order number Color

CARBON PAPER _____

TYPE STYLES _____



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FORM NO. 542-0013-2

PRINTED IN U. S. A.